

# STATE OF CALIFORNIA SECRETARY OF STATE

Note: The information in this document is related to the current environment/process rather than what the Secretary of State is expecting in the California Business Connect solution.



## CORPORATE FILING AND SERVICES MASTER/HISTORY FILE PRODUCT INFORMATION PACKET

Production Support Unit  
California Secretary of State  
Information Technology Division  
1500 11<sup>th</sup> Street 4<sup>th</sup> Floor  
Sacramento, CA 95814  
(916) 651-7166

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**AUTOMATED CORPORATE SYSTEM**  
**MASTER/HISTORY FILE DATA BASE SERVICE**

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## Corp One-Time Full File

### ORDERING PROCEDURE

The Corporate System's output is available as a "One Time Corp Full File is created on a CD Rom

**NOTE: The client must provide pre-paid return shipping label (IE: FEDEX, etc.)**

### ONE-TIME CORP FULL FILE

To request a **"One-Time Corp Full File "** the client will submit to the Secretary of State (SOS) at the address indicated below:

- The completed order form
- A check/money order made payable to the Secretary of State
- Also enclose a **pre-paid return shipping label**.

The SOS will provide the file in ASCII format on a CD.

**NOTE:** The file is not formatted for information search and retrieval. The client must be able to:

1. Extract the zip file into a flat file
2. Be able to create a program to convert the flat file to whatever application the client chooses to use.
3. You might need a database programmer to help you extract the information in a usable format.

The Corporation file is too large for an Excel spreadsheet. The Corporation full file has approximately 3 million records, and the corporation history file has about 5 million records.

If you have any questions about the services offered please call The Production Support Unit at **(916) 651-7166** or write to the:

Production Support Unit  
California Secretary of State  
Information Technology Division  
1500 11<sup>th</sup> Street 4<sup>th</sup> Floor  
Sacramento, CA 95814

The Production Support Unit is available to assist you Monday through Thursday 8a.m. to 3:30 p.m. Pacific Time.

# ORDERING PROCEDURE

The Corporate System's output is available as a "One Time Full File Dump" or by a "Yearly Subscription".

The "One Time Full File Dump" is created on a **CD** Rom.

The **"Yearly Subscription"** will be done thru an FTP process. You can request to become a **"Yearly Subscription"** by contacting **Glerry Blaisdell** at **(916) 651-3073**.

## YEARLY SUBSCRIPTION

Yearly contracts are July 1<sup>st</sup> thru June 30<sup>th</sup>. Requests are pro-rated for the remainder of the year from the subscription initiation date through June 30<sup>th</sup>. To subscribe to the initial subscription, up to 52 Weekly Updates, request the yearly subscription: contact **Glerry Blaisdell** at **(916) 651-3073**

- The client will complete the order form and submit to the Secretary of State (SOS) at the address indicated below.
- The SOS will generate a subscription, specify the contract amount, and mail the information to the client address.
- The client will sign the subscription include a check/money order to the Secretary of State in the amount specified in the subscription agreement and return to the SOS to the address provided by **Glerry Blaisdell**.

If you have any questions about the services offered please call **(916) 651-3073** or write to the:

California Secretary of State  
Information Technology Division  
1500 11<sup>th</sup> Street 4<sup>th</sup> Floor  
Sacramento, CA 95814

## **CORPORATE MASTER FILE DESCRIPTION**

### **DCB INFORMATION**

**Recording Mode:**

**ASCII**

AN = Alphanumeric Information; A = Alphabetic information; N = Numeric Information

### **MASTER RECORD FIELD DEFINITIONS**

<b><u>Number:</u></b>	<b><u>Data Field:</u></b>	<b><u>Description:</u></b>
1	Transaction Julian Date Length = 5 (AN) Position = 001 -- 005 Format = YYDDD	Julian format of date that the Master Record was updated. This date will appear on records that are updated after the effective date of this Master Record Description.
2	Corporation Number Length = 8 (N) Position = 006 -- 013	An 8 digit Corporate Identification Number.
3	Incorporation Date Length = 8 (AN) Position = 014 -- 021 Format = YYYYMMDD	Date Corporation was incorporated.
4	Corporation Status Length = 1 (AN) Position = 022 -- 022	Current Status of Corporation. See Appendix A.
5	Corporation Type Length = 4 (AN) Position = 023 -- 026	See Appendix A.
6	Corporation Tax Base Length = 1 (AN) Position = 027 -- 027	S = Stock N = Non-Stock (Nonprofit)
7	Corporation Classification Length = 2 (AN) Position = 028 -- 029	See Appendix A.
8	Filler Length = 11 (AN) Position = 030 -- 040	
9	Term Expiration Date Length = 8 (AN) Position = 041 -- 048 Format = YYYYMMDD	Limited Term expiration date.
10	FTB Suspension Status Code Length = 1 (AN) Position = 049 -- 049	See Appendix A.

**MASTER RECORD DESCRIPTION (Cont.)**

<b><u>Number:</u></b>	<b><u>Data Field:</u></b>	<b><u>Description:</u></b>
11	FTB Suspension Date Length = 8 (AN) Position = 050 -- 057 Format = YYYYMMDD	Date relating to this particular FTB Status Code
12	S/O File Number Length = 7 (AN) Position = 058 -- 064	Statement of Officers file number.
13	S/O File Date Length = 6 (AN) Position = 065 -- 070 Format = MMDDYY	Last complete Statement file date.
14	Corporation Name Length = 350 (AN) Position = 071 -- 420	Name of Corporation.
15	C/O Name (If present) Length = 50 (AN) Position = 421 -- 470	Care of Name. Corporation wants their mail sent there.
16	Mail Address (Line 1) Length = 40 (AN) Position = 471 -- 510	Mailing Address first line of information.
17	Mail Address (Line 2) Length = 40 (AN) Position = 511 -- 550	Mailing Address second line of information.
18	Mail Address - City Length = 24 (AN) Position = 551 -- 574	Mailing Address City.
19	Mail Address - State/Country Length = 15 (AN) Position = 575 -- 589	Mailing Address State or Country
20	Mail Address - Zip Code Length = 10 (AN) Position = 590 -- 599	Mailing Address Zip Code (Plus 4 if available)
21	President Name Length = 50 (AN) Position = 600 -- 649	Corporate President's Name
22	President Address (Line 1) Length = 40 (AN) Position = 650 -- 689	Mailing Address first line of information.
23	President Address (Line 2) Length = 40 (AN) Position = 690 -- 729	Mailing Address second line of information.

**MASTER RECORD DESCRIPTION (Cont.)**

<b><u>Number:</u></b>	<b><u>Data Field:</u></b>	<b><u>Description:</u></b>
24	President Address City Length = 24 (AN) Position = 730 – 753	Mailing Address City
25	President Address State/ Country Length = 15 (AN) Position = 754 -- 768	Mailing Address State or Country
26	President Address Zip Code Length = 10 (AN) Position = 769 -- 778	Mailing Address Zip Code (Plus 4, if available)
27	Agent Name Length = 350 (AN) Position = 779 -- 1128	Name of Agent for Service of Process.
28	Agent Address (Line 1) Length = 40 (AN) Position = 1129 -- 1168	Corporate Agent's Address first line of information.
29	Agent Address (Line 2) Length = 40 (AN) Position = 1169 -- 1208	Corporate Agent's Address second line of information.
30	Agent Address City Length = 24 (AN) Position = 1209 -- 1232	Corporate Agent's City.
31	Agent Address State/ Country Length = 15 (AN) Position = 1233 -- 1247	Corporate Agent's State or Country
32	Agent Address Zip Code Length = 10 (AN) Position = 1248 -- 1257	Corporate Agent's Zip Code (Plus 4, if available)
33	State or Foreign Country Length = 24 (AN) Position = 1258 -- 1281	Incorporation State or Foreign Country.

## **HISTORY FILE DESCRIPTION**

Recording Mode

ASCII

AN = Alphanumeric Information; A = Alphabetic Information; N = Numeric Information

### **HISTORY RECORD FIELD DEFINITIONS**

<b><u>Number:</u></b>	<b><u>Data Field:</u></b>	<b><u>Description:</u></b>
1.	Transaction Julian Date Length = 5 (AN) Position = 001 --005 Format: YYDDD	Julian format of date that this History Record was updated. This date will appear on records that are updated after the effective date of this History Record Description.
2.	Corporation Number Length = 8 (AN) Position = 006 -- 013	An 8 digit Corporation Identification Number.
3.	Transaction Code Length = 4 (AN) Position = 014 -- 017	See Appendix A.
4.	Transaction Date Length = 8 (AN) Position = 018 -- 025 Format: YYYYMMDD	Date of Transaction
5.	Amendment Page Count Length = 2 (AN) Position = 026 -- 027	Number of pages filed in the Amendment document.
6.	Comment Length = 30 (AN) Position = 028 -- 057	For additional information about the transaction.
7.	Amendment Number Length = 8 (AN) Position = 058 -- 065	An 8 digit Amendment Identification Number.
8.	Name Corporation Number Length = 8 (AN) Position = 066 -- 073	If the History item is a name change, this field will contain the same number as the "Corporation Number". If the History item is a Merger or a Consolidation, this field will contain the Corporation Number of the other Corporation involved, or the codes ("Q" for Qualified or "NQ" for Not Qualified) when the other Corporation Number is not known.
9.	Old Corporation Name or Name of Other Corporation Length = 350 (AN) Position = 074 -- 423	Shows the Old Corporation Name when a Corporation is involved in a Merger or Consolidation has a Name change.



## **APPENDIX A**

### **FRANCHISE TAX BOARD SUSPENSION CODES**

<b><u>Code:</u></b>	<b><u>Description:</u></b>
' ' (Blank)	Not Suspended (In Good Standing)
F	Forfeited
S	Suspended

### **CORPORATE STATUS CODES**

<b><u>Code:</u></b>	<b><u>Description:</u></b>
1	Active
2	Suspended
3	Canceled
4	Surrendered
5	Term expired
6	Dissolved
7	Forfeited
8	Deleted
9	Inactive
C	Merged Out
E	State to Federal Bank Conversion
F	Conditionally Dissolved (No Tax Clearance)

### **CORPORATE TYPE CODES**

<b><u>Code:</u></b>	<b><u>Description:</u></b>
ARTS	Articles of Incorporation
S&DC	Statement & Designation By Foreign Corporation
S&DA	Statement & Designation By Foreign Association
FNRE	Foreign Name Registration

### **CORPORATE CLASSIFICATION CODES**

<b><u>Code:</u></b>	<b><u>Description:</u></b>
AG	Agricultural Cooperative
CR	Credit Union
MU	Mutual Benefit
OC	Other Cooperative
PB	Public Benefit
RE	Religious
SL	Sole Corporation
UN	Unclassified

## **TRANSACTION CODES**

<b><u>Code:</u></b>	<b><u>Description:</u></b>
AGTR	Agent Resigned
AMDT	Certificate of Amendment
ASDA	Amended Statement and Designation by Foreign Association
ASDC	Amended Statement and Designation by Foreign Corporation
CANC	Cancellation
CANN	Cancellation Notice
CASA	Change of Address of Surrendered Association
CASC	Change of Address of Surrendered Corporation
CONS	Consolidation
CORR	Certificate of Correction
COV1	Conversion 1
COV2	Conversion 2
DISS	Certificate of Dissolution
ELEC	Certificate of Election to Dissolve
FNRR	Foreign Name Registration Renewal
FOSC	Filing Office Statement
FTFT	Franchise Tax Board Forfeiture
FTRS	Franchise Tax Board Restoration
FTRV	Franchise Tax Board Reviver
FTSU	Franchise Tax Board Suspension
MERG	Merger
OWNS	Ownership
REST	Restated Articles
REVO	Certificate of Revocation of Election to Dissolve
SLAF	Savings & Loan Certificate of Approval Forfeited
SOFT	Secretary of State Forfeiture
SORV	Secretary of State Reviver
SOSU	Secretary of State Suspension
SURA	Certificate of Surrender by Foreign Association
SURC	Certificate of Surrender by Foreign Corporation
TREX	Term Expired
TRMP	Term Perpetual
TXCL	Dissolve a Conditionally Dissolved Corporation
WRIT	Writ of Mandate
1DSS	Dissolved (For Single Document)
1505	1505 Agent Designation

**STATE OF CALIFORNIA  
SECRETARY OF STATE  
CORPORATE**

**ORDER FORM**

- ☐ I would like to order a CD of the “**One Time Full File**” of the Corporate Master File. I have enclosed a check/money order for **\$100.00**, payable to the **Secretary of State**.

1.	BUSINESS NAME:		
2.	STREET ADDRESS:		
3.	MAILING ADDRESS:		
4.	CITY:	STATE:	ZIP CODE:
5.	TELEPHONE:	VOICE: (   )	FAX: (   )
6.	CONTACT PERSON (Signature) Signature in <b>BLUE INK</b> only		
7.	CONTACT PERSON (Print)		

NOTE: To process your order, The Secretary of State's Office requires a minimum of five (5) working days **from the date the order is received**. All fees include **packaging & CD only**, **you MUST PROVIDE PRE-PAID SHIPPING LABEL for return of your order.**

*(The Return Address **CANNOT** be a **P.O. Box**).*

Please make check/money order payable to the **Secretary of State** detach and return this form to:

**CALIFORNIA SECRETARY OF STATE  
INFORMATION TECHNOLOGY DIVISION  
1500 11th STREET 4th FLOOR, Rm. 455  
SACRAMENTO CA 95814  
(916) 651-7166**

**ATTN: PRODUCTION SUPPORT UNIT**